



## CHARLOTTE-MECKLENBURG POLICE DEPARTMENT

~PASSENGER VEHICLES for HIRE UNIT~

### NEW VEHICLE OWNER APPLICATION

**Company Owner or Representative must schedule the appointment.** Submit a completed application and the following payments and enclosures. **Incomplete Applications, Documents or Enclosures will not be accepted. (Cash, Money Order or Company Check ONLY)**

1. **\$95 Vehicle Operating Permit Fee**
2. **Driver's License** North or South Carolina.
3. **Social Security Card**
4. **Immigration Documents** Certificate of Naturalization, Passports with INS 551 Stamps, I-9 Card with necessary work authorization stamp, Employment Authorization Card or Permanent Resident Card (Green Card).
5. **Fingerprint Card** To be submitted initially and then at least once every three (3) years. Fingerprint cards may be obtained from the Mecklenburg County Sheriff's Office. The purpose of the card should read: "PVH Permit".
6. **Driving Records** If you had a driver's License from a state other than NC in the past 10 years, you must provide that state(s) driving record. **For New Drivers or Reinstatements only.**
7. **Criminal Records** \*Only if asked to provide. All court records from the Clerk of Court offices in the state or county outside NC as required by our office. Faxed and internet copies will not be accepted.
8. **Proof of Ownership** Registration, Title, or Bill of Sale. **FOR NEW TAXI ONLY** in order to receive an MVR314 form for DMV.
9. **Vehicle Operating Permit Application** Completed and signed by all vehicle owner(s) and company operating certificate holder. **Document cannot be over 30 days old.**
10. **Certificate of Liability Insurance** This should reflect the policy number, insurance coverage's, year/make/model, and vehicle identification number (VIN) of your vehicle. **The PVH Office address must be listed as the "Certificate Holder". Document cannot be over 30 days old.**
11. **Current Vehicle Registration**
12. **City of Charlotte Taxicab Privilege License** Tax office is located at 700 North Tryon Street, Charlotte, NC (704) 336-6315. **For Taxi ONLY.**
13. Any vehicle owner/co-owner (that is not already a permitted driver) must complete and submit the New Vehicle Owner (New Driver) application and required documents to be approved prior to getting a vehicle permitted.
14. A Certified copy of Articles, Bylaws, or Operating Agreement (**If vehicle is owned by a Business Enterprise**).

The PVH office will review your application and conduct a background investigation. Your application will then be approved or denied. If your application is denied, you will also receive a written notification of denial.

Vehicle Operating permits must be renewed annually and can be renewed 30 days prior to expiration.

Copies of this checklist, all applications and enclosures are available online at:

<http://charmeck.org/city/charlotte/CMPD/response-areas/SpecialEvents/TaxiandPassengerVehiclesforHire/Pages/default.aspx>

The Passenger Vehicle for Hire Office conducts all business by appointment **ONLY**:

Monday through Thursday, 8:00 AM -11:00 AM, and 1:00 PM - 4:00 PM.

Friday, 8:00 AM -11:00 AM

AJ Weckenman 704-432-5132; Dee Wallace 704-432-5130; Jay Mitchell 704-432-5139; KimAnnette Smith 704-432-5140



## CHARLOTTE-MECKLENBURG POLICE DEPARTMENT

~PASSENGER VEHICLES for HIRE UNIT~

### New Vehicle Owner

(Rev. 07/2017)

<b>VEHICLE OWNER:</b>			Driver License No. & State (If not company owned):		Birth Date (If not company owned):		Date:		
Owner's Street Address:				City:		State:		Zip:	Years:
Work Telephone:				Mobile Telephone:					
<b>COMPANY AFFILIATION:</b>						Company Telephone Number:			
<b>Application Type</b>									
Check One:		<input type="radio"/> New Vehicle Owner							
Check One:		<input type="radio"/> Sole Proprietorship <input type="radio"/> Partnership <input type="radio"/> Association <input type="radio"/> Corporation							
Check One:		<input type="radio"/> Metered <input type="radio"/> Non-Metered							
Notes: Operation of a passenger vehicle for hire in the City of Charlotte is governed by Chapter 22 of the Charlotte City Code. Applicants shall read and understand all requirements contained in Chapter 22 prior to applying for a vehicle operating permit. All applications for a Vehicle Operating Permit are to be submitted by the Vehicle Owner and the Company Operating Certificate Holder.									
<b>Vehicle Information</b>									
Vehicle Year	Vehicle Make	Vehicle Model	VIN (Vehicle Identification Number)		Comp. Assigned Vehicle #	Tag Number / State		Capacity (# of seat belts)	
<b>Address History</b>									
List all addresses (start with most recent) you have resided at or used in the past ten (10) years. Attach a separate sheet if necessary.									
Street Address				City		State	Zip	# Years	
<b>Criminal History</b>									
<b>LIST ALL! (Start with most recent) ANY KIND OF CITATIONS,</b> Traffic Citations, arrests, convictions, incarcerations, and probationary sentences, including all out of state criminal activity since your last permit transaction. Attach a separate sheet if necessary.									
Charge		Date		Location (City and State)			Disposition (Guilty/Not Guilty/Dismissed)		
<b>Personal/Physical Information</b>									
Race:		Sex:	Height:	Weight:	Hair Color:		Eye Color:		
<b>Certification and Company Authorization</b>									
We, the undersigned applicant and company owner/representative, certify that we submit this application in accordance with the provisions reflected in Chapter 22 of the Charlotte Code, the "Passenger Vehicles for Hire" ordinance. All information submitted in the application is neither false nor misleading and we understand that submitting, or causing to be submitted, false or misleading information is unlawful and shall be grounds for denial of an application. We are currently in compliance and will continue to comply with all requirements contained in the Passenger Vehicle for Hire Ordinance.									
<b>NEW VEHICLE OWNER</b>					<b>COMPANY OWNER/REPRESENTATIVE</b>				
Print Name: _____					Print Name: _____				
Signature: _____ Date: _____					Signature: _____ Date: _____				

# **AUTHORITY FOR RELEASE OF INFORMATION**

“NATIONAL RECORD CHECK”

I authorize the North Carolina Department of Justice through the **State Bureau of Investigation**, Special Operations Division to perform a fingerprint search of the State’s criminal history record file and a Fingerprint search of the **Federal Bureau of Investigations**’ files for a national criminal history record check in connection with my application for taxi driver license with the Charlotte-Mecklenburg Police Department Pursuant to N.C.G.S. 160A-304 and ordinance.

(Type or Print legibly)

_____	_____	_____	_____
Last Name	First Name	Middle	Maiden
____/____/____	_____	Male_____	Female_____
Date of Birth	Race		

I understand that the North Carolina State Bureau of Investigation, Special Operations Division, the Federal Bureau of Investigation, and its officials and employees shall not be held legally accountable in any way for providing this information to the above named agency, and I hereby release said agency and persons from any and all liability which may be incurred as a result of furnishing such information. I further understand that the above named agency cannot provide a hard copy of the results of this criminal history record check to me.

_____	_____/_____/_____
Applicant’s Signature	Date

The fingerprint card must be accompanied with a transmittal letter from the Authorized Official or Individual requesting Criminal History Record Information. This Authority for Release form must be kept on file for one year.  
The request must be mailed to: State Bureau of Investigation, Criminal Information and Identification Section,  
Attn.: Applicant Unit, PO Box 29500, Raleigh, NC 27626-0500

ORI # NCO600100-Charlotte-Mecklenburg Police Dept. – Taxi Drivers National Fingerprint Card Check - \$38.00